

# Official Meeting Minutes Form

Type or print your meeting minutes in the space below. Print and insert a copy of the minutes into your secretary's book and save a copy on your computer. This form is optional to use - you may also print or write the same information on a separate sheet of paper.

Name of Club: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Number Present:      Members \_\_\_\_\_ Advisors \_\_\_\_\_ Parents \_\_\_\_\_ Guests \_\_\_\_\_ Total \_\_\_\_\_

Secretary's Signature \_\_\_\_\_ President's signature: \_\_\_\_\_

*Pres. sign after approval of minutes from club*

*make copies as needed*

